

23rd Annual Gaithersburg Olde Towne Day

Thank you for your interest in Gaithersburg Olde Towne Day! The event this year will be held on September 19, rain or shine, from 11 a.m. - 4 p.m.

Each year this event draws thousands of people to hear the music and stroll through the streets of Olde Towne Gaithersburg. The canopies and decorations along the street encourage people to stop at the many exhibits on display, arts and crafts booths, children's areas, and of course, food courts!

A complimentary shuttle is provided all day from nearby Lakeforest Mall to several locations within the festival. There is absolutely no fee for the public to enter this festival.

Please take a moment to carefully read the enclosed *Fact Sheet* before signing and submitting the application. For more information or questions, contact Sarah Messier at 301-258-6350, ext. 129.

Thank you.

2004 OLDE TOWNE DAY FACT SHEET

DATE & TIME: Sunday, September 19, 2004, 11 a.m. – 4 p.m.

LOCATION: Summit and Diamond Avenues in Olde Towne Gaithersburg.

DEADLINE: Friday, July 9, 2004 Applications received after July 9 deadline - add \$15 late fee

APPLICATION & FEES: An application form must be completed, signed and returned with the appropriate fees to: **OLDE TOWNE DAY, 506 S. Frederick Ave., Gaithersburg, MD 20877.** You may also choose to register in person during regular business hours at the Parks & Recreation Office at the above address from 8 a.m. – 9 p.m., before the deadline date. All applications will be reviewed and vendors will be notified if accepted. Vendors who are not selected will have their fee returned. Make checks payable to “*City of Gaithersburg.*”

CITY RESIDENT FEES

*Arts & Crafters:	\$ 45
*Commercial Crafter:	\$ 60
Food Vendors:	
Commercial:	\$ 160
Non-profit:	\$ 60
Additional Space:	\$ 60
Non-Profit Organization:	\$ 20
Political Candidate:	\$ 20



**Items must be made by vendor*

**A Commercial Crafter sells craft items hand made by someone other than the vendor.*

NON-RESIDENT FEES

*Arts & Crafters:	\$ 60
*Commercial Crafter:	\$ 75
Food Vendors:	
Commercial:	\$ 175
Non-profit:	\$ 75
Additional Space:	\$ 75
Non-Profit Organization:	\$ 20
Political Candidate:	\$ 20





SET-UP: Your arrival time will be on your parking pass between 7:30--9:30 a.m. **(PLEASE NOTE: Entrance to the festival may change--please review your parking pass information prior to coming. Passes will be mailed in September.)** The streets will be closed to all traffic at 9:30 a.m. Exhibitors may drive up to unload at their assigned space, and quickly as possible, move their vehicle from the exhibitor area to the assigned parking lot. Please plan enough time for set-up. You must unload, move car, and then set-up.

BOOTHS: For Arts & Crafters, Commercial Crafters, Nonprofit Organizations, Political Candidates—One space is 10' x 10'. For **Food Vendors**—the first space is 10' x 20'; additional spaces are 10' x 10'. All participants must provide and are responsible for their own equipment. Displays must start at the curb and may not extend beyond 10' into the street.

ELECTRICITY: There will be **no** electricity available. Vendors provide their own generators which must be barricaded for safety.

WATER: There will be **no** water available.

TABLES: You must bring your own tables and chairs.

**** Booths must be dismantled promptly at 4 p.m.**

Vendor vehicles will not be allowed in the festival area until staff gives the all-clear signal over the loudspeaker. **

OLDE TOWNE DAY REGULATIONS: The festival staff reserves the right to have exhibitors remove unacceptable items or relocate or dismiss any participant or selling activity. The staff has the right to ask vendors to remove any objects they deem objectionable or inappropriate. No alcoholic beverages, pets (except guide dogs), skateboards, roller blades, bicycles or weapons are not permitted within the festival.

IMPORTANT TAX INFORMATION: The State of Maryland requires any person selling used items as a business or selling new products to charge 5% sales tax and have a MD tax number. Vendor's names will be submitted to the MD State Comptroller's Office. If you do not have a MD tax number, call the MD Sales Tax division at 410-767-1300 or you can apply online at www.marylandtaxes.com.

IMPORTANT FOOD VENDOR INFORMATION: A menu must accompany your application. No food items or drink may be sold by any vendor except for **pre-authorized food vendors**. There are no exceptions! Food items also include bottled water, soft drinks, popcorn, lollipops, etc. Food vendors should contact the Montgomery County Health Department at 240-777-3986 as well.



PHOTOS: If you would like your pictures returned, please provide a self-addressed stamped envelope and your photos will be returned after the event.

VEHICLES: **Only one vehicle will receive a pass** to park within the festival area. All other vehicles must find alternate parking. Booth staff arriving later in the day should take the shuttle from Lakeforest Mall. Please call 301-258-6350 x129 if you need passes for any other vehicle to enter the festival area to unload.

REFUNDS/RAIN POLICY: There will be **NO** refunds! **This is considered a RAIN or SHINE event.** You are responsible for covering your merchandise in case of rain. If you have any questions, please contact Sarah Messier, Recreation Supervisor, at 301-258-6350, ext. #129 or e-mail at smessier.ci.gaithersburg.md.us.





Mail to: City of Gaithersburg
Attn: Olde Towne Day
506 S. Frederick Avenue
Gaithersburg, MD 20877
www.ci.gaithersburg.md.us

2004 GAITHERSBURG OLDE TOWNE DAY APPLICATION

Sunday, September 19, 2004 - 11 a.m. - 4 p.m.

Business Name (if applicable) _____

Applicant's Name _____

Mailing Address _____

Street

Apt #

City/State/Zip

Day Phone _____ Evening Phone _____ MD Sales Tax # _____

Fax# _____ Cell _____ E-mail _____

☐ Resident ☐ Nonresident ☐ Participated last year Fed ID Tax # _____

APPLICATION FEES

*Please check one: (Please check one and complete appropriate information on the reverse side of this form.)
(Incomplete applications will be returned and NOT processed.)*

Resident (Res) fees apply to those businesses or persons who live within the incorporated city limits of Gaithersburg, all others must pay nonresident (Nonres) fees.

Crafters:

___ Arts & Crafters: \$45 Res/\$60 Nonres (Items must be made by vendor)

___ Commercial Crafter: \$60 Res/\$75 Nonres (A Commercial Crafter sells items handmade by someone other than the vendor)

Food Vendors:

___ Commercial: \$160 Res/\$175 Nonres Additional space: \$60 (Include menu and picture of display)

___ Nonprofit: \$ 60 Res/\$ 75 Nonres Additional space: \$60 (Include menu and picture of display)

Political Candidates:

___ Political Candidate: \$20 Res & Nonres (Include handouts)

Nonprofit Organizations:

___ Nonprofit Org: \$20 Res & Nonres (Informational booth or food)

APPLICATION DEADLINE

The application deadline is Friday, July 9, 2004 for all applicants.

ALL APPLICATIONS RECEIVED AFTER JULY 9, 2004 DEADLINE MUST ADD \$15 LATE FEE

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Requests must be made prior to the start of the program. Please indicate what accommodations are needed. _____

Amount paid \$ _____ Cash Check# _____

VISA/MC _____ Exp. ____/____

Print Name _____

Signature _____

PROGRAM # _____

Office Use Only:

Resident _____

Nonresident _____

Pr: _____

CRAFTER INFORMATION: (Please include photo and self-addressed stamped envelope if you want photo returned.)

1. Describe all items you wish to sell. Be specific. (No electricity or tables provided)

NONPROFIT INFORMATION: (No electricity or tables provided)

1. What does your non-profit organization promote? Be specific:_____

2. Will you be distributing handouts: Yes__ No__ (If yes, handouts must be included with application)

3. Will your organization be conducting a drawing? Yes__ No__ Or giveaway? Yes__ No__

4. Will your organization be soliciting donations? Yes__ No__ (If yes, describe purpose)_____

5. Will your organization be selling anything? Yes__ No__ (If yes, what?_____

6. Is your organization planning to run an activity/game? Yes__No__(If yes,describe)_____

(You will receive notice if your activity is approved when your application is accepted.)

POLITICAL CANDIDATE INFORMATION:

1. Will your organization be conducting a drawing? Yes__ No__ Or giveaway? Yes__ No__

2. Will your organization be distributing handouts? Yes__ No__ (If yes, include handouts with application)

3. Will your organization be soliciting donations? Yes__ No__ (If yes, state purpose)_____

4. Will your organization be selling anything? Yes__ No__ (If so, what?_____

FOOD VENDOR INFORMATION: Please submit the following items with application.

1. Full Menu with prices.

2. Photos of booth and site plan (drawing of set-up plan)

3. Copy of Certificate of Insurance - MANDATORY

4. Type of booth: __Tent __Trailer ____Truck

5. How many spaces are required? (10' x 20')_____

6. Copy of Montgomery County Health Permit

7. Are you willing to accept Gaithersburg Employee coupons on Olde Towne Day and be reimbursed? __Yes __ No

I certify that I have read and fully understood the **Olde Towne Day Fact Sheet** and that the information contained in this application is true and I will personally be responsible for ensuring the space plan for the Olde Towne Day Festival will be carried out in conformance with this application. I further understand that I must have a Maryland Sales Tax # in order to participate, and if applicable, a Montgomery County Health Permit.

Signature_____

Date_____

If you have any questions regarding Olde Towne Day, please call Sarah Messier at 301-258-6350 x 129. Thank you!